

August 1, 2006

**DWD Issuance 04-06**

**Subject:** Implementation of the Literacy and Numeracy Gains Common Measure for Workforce Investment Act (WIA) Youth Participants

1. **Purpose:** To inform local Workforce Investment Boards (WIB) of their responsibility to begin tracking Literacy and Numeracy Gains of WIA Youth participants who receive their first WIA Youth service on or after July 1, 2006.
2. **Background:** The U.S. Department of Labor's (USDOL) Training and Employment Guidance Letter (TEGL) No. 17-05, Common Measures Policy, includes the methodology and operational parameters of the new Literacy and Numeracy Gains measure. This guidance can be found on pages 13 – 18 of the TEGL. Attachment C contains definitions of the Educational Functioning Levels (EFLs) used when reporting the outcomes used to calculate the Literacy and Numeracy Gains measure.
3. **Substance:** The state of Missouri will begin tracking this measure on individuals who receive their first WIA Youth service on or after July 1, 2006. This Program Year 2006 will serve to establish a baseline which will be used to negotiate target rates for Program Year 2007.

WIA Youth service providers must ensure that tests are administered as outlined in the TEGL and the National Reporting System (NRS) to all Youth participants who receive their first WIA Youth service on or after July 1, 2006. Tests are to be administered within 60 days of the first Youth service or within six months if administered prior to that first service. Documentation to support the test scores must be maintained in the participant records.

Acceptable documentation must include the name of the test, specific areas tested (reading, math, etc.), date the test was administered, "raw" test scores and name of the test administrator.

Sources of the documentation should include one or more of the following:

- A copy of the test score sheet
- School records
- Detailed case note entered by the case manager or test administrator documenting the name, title, and phone number of the person relaying the test scores
- Verification by telephone or document inspection (in accordance with the requirements outlined in the Division of Workforce Development's WIA Eligibility Technical Assistance Guide, Issuance 13-99 and 13-99, Change 1)

The USDOL has identified seven tests that may be used for this measure:

- TABE (Test of Adult Basic Education) The complete battery of TABE tests. (The TABE locator and the TABE survey tests are not acceptable for calculating this measure).
- CASAS (Comprehensive Adult Student Assessment System)
- ABLE (Adult Basic Learning Examination)
- WorkKeys (The full assessment, not the WorkKeys pre-test)
- SPL (Student Performance Level)
- BEST
- BEST Plus

Any of the above tests must be administered according to the NRS for Adult Education guidelines, by individuals that are certified to administer these tests in accordance with each test company's certification policy. There are no exceptions to this policy as it is clearly explained within the NRS Implementation Guidelines.

The basis and rationale for these testing, administration, and certification provisions have been clearly emphasized by USDOL in an effort to promote the integration of WIA and Adult Education and Literacy (AEL) program services in One-Stop Career Centers. For this reason, we encourage all WIB service providers and subcontractors to seriously review and improve their co-location and service integration strategies to better connect student and adult customers to staff of the AEL programs, high schools, and community colleges in your region.

Because these changes for Common Measures are related to the AEL programs that are implemented through the NRS, you are also encouraged to review further details about this system at [www.nrsweb.org](http://www.nrsweb.org) for the NRS for Adult Education.

DWD Issuance 04-06

August 1, 2006

Page 3

4. **Action:** WIBs must ensure that all WIA Youth program operators meet the testing requirements, including the requirements for testing youth with disabilities, as outlined in TEGL 17-05, for Youth participants who receive their first Youth Program service on or after July 1, 2006.

The TEGL and its attachments can be found at:

[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2195](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195)

5. **Contact:** If you have any questions regarding this Issuance, please contact Clinton Flowers, Manager, Planning and Research Section at 573/751-7896.

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